United Nations ST/IC/2003/51

Secretariat

5 September 2003

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the fifty-eighth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the fifty-eighth session of the General Assembly. A separate information circular will be issued about the additional arrangements for admission to the premises that will be in effect during the general debate, from 23 to 26 September, 29 and 30 September and 1 to 3 October 2003.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current; expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office. Staff members who arrive without their building passes will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 August 2004.

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Access at the 42nd and 46th Street entrances

3. During the fifty-eighth session, staff members, resident correspondents, physically challenged persons whose names are listed with the United Nations Medical Service and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. They are not required to be cleared at a screening area and may proceed into the premises at the ground floor Secretariat lobby entrance upon presentation of a valid building pass. Due to heightened security arrangements currently in effect, the 46th Street entrance and screening area will be used by affiliates, accredited representatives of non-governmental organizations, interns, members of the information media (excluding resident correspondents), staff members bearing only the United Nations laissez-passer and those who possess courtesy, retiree, library and temporary building passes. All persons using the 46th Street entrance are required to pass through a magnetometer. The 46th Street entrance will be open daily from 8 a.m. to 7 p.m. On weekends and holidays and during non-business hours when the 46th Street entrance is closed, magnetometer and x-ray screening will be conducted at the Secretariat entrance.

Access through the delegates' entrance

4. During the fifty-eighth session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations and senior United Nations staff bearing yellow building passes.

Pass and Identification Offices, UNITAR Building and North Lawn Facility

5. In preparation for the fifty-eighth session of the General Assembly, the Pass and Identification Office, located in a newly renovated space in the UNITAR Building, 807 United Nations Plaza, Room U-100, near the corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the North Lawn Facility, located at the First Avenue and 47th Street entrance. The days and hours of operation for the Pass and Identification Office at the UNITAR Building and the North Lawn Facility will be as follows:

Date	*Hours of operation*
Friday, 19 September	8.00 a.m.-7 p.m.
Saturday and Sunday, 20 and 21 September	8.00 a.m.-7 p.m.
Monday, 22 September	7.00 a.m.-7 p.m.
Tuesday, 23 September	7.00 a.m.-7 p.m.
Wednesday, 24 September	7.00 a.m.-7 p.m.
Thursday, 25 September	7.00 a.m.-7 p.m.
Friday, 26 September	7.00 a.m.-7 p.m.

Date	*Hours of operation*
Saturday and Sunday, 27 and 28 September	9.00 a.m.-5 p.m.
Monday, 29 September	8.00 a.m.-6 p.m.
Tuesday, 30 September	8.00 a.m.-6 p.m.
Wednesday, 1 October	8.00 a.m.-6 p.m.
Thursday, 2 October	8.00 a.m.-6 p.m.
Friday, 3 October	8.00 a.m.-6 p.m.

Access for members of the information media

6. Members of the media with valid United Nations building passes (annual resident and non-resident correspondents) may use the visitors' entrance at 46th Street and First Avenue. Resident correspondents may continue to use the entrance at 42nd Street and First Avenue; resident correspondents without equipment are exempt from magnetometer screening; resident correspondents carrying equipment must pass their equipment through security screening; non-resident media representatives and their equipment will be required to pass through a magnetometer. Camera crew members accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, may use only the 46th Street entrance, where they and their equipment must pass through security screening.

Access to restricted areas

7. The second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media, in accordance with established procedures. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

8. Access to the second floor, including the North Lounge and the General Assembly Hall, will be permitted only upon presentation of a secondary pass for the fifty-eighth session of the General Assembly, together with a United Nations building pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by executive offices. Building passes and secondary passes are subject to verification by security officers and must be worn so as to be easily visible.

9. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is scheduled to open to staff members on Friday, 12 September 2003. Access to the second-floor South Lounge from the south side of the second-floor corridor will not require a secondary access pass. At certain times, special arrangements may be in effect temporarily restricting access to the South Lounge for a brief period of time.

10. To the extent that space is available, staff members, retirees, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their building passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

11. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the visitors' entrance at 46th Street and pass through a magnetometer prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

12. During the general debate and special sessions of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort them back to the public area in the General Assembly Building lobby. No guests will be permitted to enter restricted areas.

Tours

13. From the close of business on Sunday, 21 September, to the close of business on Friday, 3 October, regular guided tours will be suspended. On Saturday, 4 October, at 9 a.m., guided tours will resume and the building will reopen to the public.

Traffic in the Secretariat Circle

14. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of permanent representatives and observers to the United Nations; no other vehicles will be permitted access to the Secretariat Circle. However, exceptions will be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

15. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the

premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations building passes must leave the vehicle before it enters the premises.

16. Vehicles other than those belonging to permanent representatives or observers to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m. from Monday to Friday, or through the 48th Street entrance between 6 a.m. and 8 p.m. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

17. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

18. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations building pass or laissez-passer. From Monday, 22 September, to Friday, 3 October 2003, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

19. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Cafe on the fourth floor of the Secretariat Building, the United Nations Correspondents Association (UNCA) Club on the third floor of the Secretariat Building, the Vendery on the third floor of the General Assembly Building, the cafeteria on the third floor of the DC-1 Building and the cafeteria located on the first floor of UNICEF House.

20. The hours of operation of the various facilities during the fifty-eighth session of the General Assembly will be as follows:

15 September to 3 October 2003

UNCA Club (Secretariat Building, third floor)

Monday-Friday	12 noon-3 p.m.

16 September 2003 to the end of the session

Cafeteria (Secretariat Building, first floor)

Monday-Friday	8 a.m.-8.30 p.m.
Saturday	9 a.m.-3 p.m.

Staff Cafe (Secretariat Building, fourth floor)

Monday-Friday	12 noon-3 p.m.

Vendery (General Assembly Building, third floor)

Monday-Sunday	Open 24 hours

North Lounge (Conference Building, second floor)

Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.

Delegates' Dining Room (Conference Building, fourth floor)

Monday-Friday	11.30 a.m.-2.30 p.m.

Café Austria (General Assembly Building, first basement)

Monday-Friday	8 a.m.-6 p.m.

DC-1 cafeteria, third floor

Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Coffee Shop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.00 p.m.

United Nations Postal Administration stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.